

About the Pay Statement Page

The Department of Human Resources is committed to using as much delivered functionality within the system software as possible. No future modifications of the Leave Balance area of the pay statement are planned for this version of the software.

Your current pay statement will display your current Leave Balances. Should you decide to view prior pay statements no leave balance information is provided since it has been replaced by current information from the most recent payroll run.

The following formula can be used to track Leave Accrual and Leave Usage from check to check:

Current Balance (-) hours used (+) new accrual (=) New Balance

Example: $80.25 - 4.00 + 5.54 = 81.79$

Current Balance 80.25 – hours used 4.00 + new accrual 5.54 = New Balance 81.79